

MEMORANDUM

Agenda Item No. 11(A)(6)

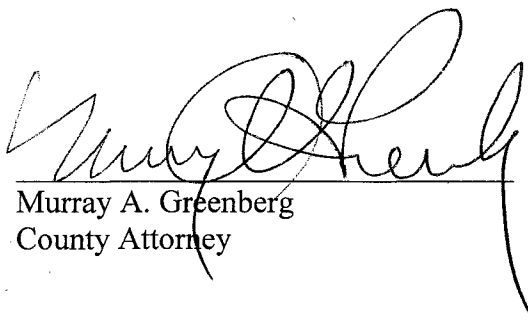
TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: November 28, 2006

FROM: Murray A. Greenberg
County Attorney

SUBJECT: Resolution Retroactively
Authorizing In-Kind
Services for the November
7-10, 2006 Urban Forum
Conference Sponsored by the
South Florida Local Initiatives
Support Corp. In An Amount
Not To Exceed \$1,933.60

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Audrey M. Edmonson.



Murray A. Greenberg
County Attorney

MAG/dc



MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: November 28, 2006

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County Attorney

SUBJECT: Agenda Item No. 11(A)(6)

Please note any items checked.

_____ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised

_____ 6 weeks required between first reading and public hearing

_____ 4 weeks notification to municipal officials required prior to public hearing

_____ Decreases revenues or increases expenditures without balancing budget

_____ Budget required

_____ Statement of fiscal impact required

_____ Bid waiver requiring County Manager's written recommendation

_____ Ordinance creating a new board requires detailed County Manager's report for public hearing

_____ Housekeeping item (no policy decision required)

_____ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(6)
11-28-06

RESOLUTION NO. _____

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE TRANSIT DEPARTMENT FOR THE NOVEMBER 7-10, 2006 URBAN FORUM CONFERENCE SPONSORED BY THE SOUTH FLORIDA LOCAL INITIATIVES SUPPORT CORPORATION, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$1,933.60 TO BE FUNDED FROM THE COUNTYWIDE IN-KIND RESERVE FUND

WHEREAS, the South Florida Local Initiatives Support Corporation has requested in-kind services from the Miami-Dade Transit Department for the November 7-10, 2006 Urban Forum Conference in an amount not to exceed \$1,933.60 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the South Florida Local Initiatives Support Corporation is a not-for-profit organization; and

WHEREAS, the Urban Forum Conference is a special event, as defined in the attached Fee Waiver/In-kind Service Application, and the in-kind services shall be funded from the Countywide In-kind Reserve Fund,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board retroactively authorizes in-kind services from the Miami-Dade Transit Department for the November 7-10, 2006 Urban Forum Conference in an amount not to exceed \$1,933.60 to be funded from the Countywide In-kind Reserve Fund.

The foregoing resolution was sponsored by Commissioner Audrey M. Edmonson and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman	
Dennis C. Moss, Vice-Chairman	
Bruno A. Barreiro	Jose "Pepe" Diaz
Audrey M. Edmonson	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Dorin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 28th day of November, 2006. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

MR

Monica Rizo

Edmonson

**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

Transit ~~\$1611.20~~
~~\$1633.60~~

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

\$1,933.60

Special Events Staff
Communications Department
111 N.W. 1st Street, Suite 2510
Miami, FL 33128

Phone: (305) 375-2836
Fax: (305) 375-3968

Type of Event/Application (select one of the following):

- ☐ District Event - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- ☐ Small Event - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- ☒ Special Event - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, and date and submit form no later than 60 days prior to event date.)
- ☐ Major Event - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

1. Full legal name of the requesting organization: **South Florida Local Initiatives Support Corporation (LISC)**

2. Applicant Status: (Select one of the choices below)

- ☒ Not-For-Profit or Tax Exempt ☐ Local Government or Public Entity
- ☐ For-Profit
- ☐ County Sponsored Event/Sponsoring Department _____
- ☐ Other (specify): _____

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.):

Annetta Jenkins, Senior Program Director, South Florida LISC, 150 SE 2nd Avenue, Suite 911, Miami, FL 33131, telephone 305-381-7967 fax 305-372-1890, email - ajenkins@lisc.org

3. Specify fee waiver or in-kind service requested (quantify, if applicable):

Trolley service for November 8, 2006 for approximately 100 people participating in the conference reception to be held at the Gusman Theater
November 9, 2006, Bus service for approximately 200 people participating in our conference dine-arounds
November 10, 2006 -Bus Service for approximately 150 people participating in our conference neighborhood tours (these tours include the Historic Overtown Folklife Village).

5. Name, date of event, description, and purpose of the event (If event is a fund-raiser, define the beneficiaries):

2006 Urban Forum Conference, November 7-10, 2006. Conference will be held at the Hyatt Regency Miami. This is the fourth Urban Forum Conference which draws 600 community development professionals from across the nation. The conference includes Professional Development with over 35 professional development workshops on successful strategies and techniques for commercial district revitalization; Targeted Expertise with high energy professional development sessions, interactive skill-building workshops and dynamic keynote presentations tailored to the unique needs and make up of the urban commercial revitalization community in addition to Theory in Action which includes neighborhood tours exploring the outstanding work led by community-based organizations in South Florida - a vibrant region of international commerce, culture, and community development. The Neighborhood Tours will highlight Miami Beach, Coral Gables, the Miami River and the Overtown/Little Havana neighborhoods.

6. Please select ALL that apply to event:

- ☒ Economic Development: Event supports vitality or growth of the local economy
- ☒ Youth/Education: Event benefits youth of any age and/or offers educational benefits
- ☒ Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community

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- ☐ Arts and Culture: Event supports music, theatre, literature, art or culture
☐ Environmental: Event benefits environmental concerns or promotes conservation
☐ Sports and Athletics: Event supports/promotes organized sports or recreational participation

7. Physical address of event venues (please specify Commission District(s)): The Hyatt Regency Miami, 400 SE 2nd Avenue, Miami, FL, Gusman Theater, 174 East Flagler Street, Miami, Neighborhood Tours - Miami Beach and Overtown and Little Havana.

MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION

8. Description of regional or local impact:
The Urban Forum conference will draw 600 participants to Miami. More than half of the participants will be from out of town and arriving at the Miami International Airport. The conference has guaranteed 402 sleeping rooms at the Hyatt Regency where the conference is being held and anticipate exceeding the guaranteed number. Most of the conference meals will be provided by the Hyatt however, conference participants are on their own for lunch on Nov 8 and dinner on Nov 8 and 9. If conference participants want to participate in the Urban Forum Dine Arounds (at an additional cost), we have contracted with Casa Juanco, Café Novecento, Perricone's and Yuca restaurant for up to 40 diners. We anticipate conservatively the impact of the conference will surpass \$300,000 to Miami-Dade County.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable):
Please see attached.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable):
Please see attached.
11. Expected number of participants and estimated attendance (per day, if applicable):
November 7, 2006 - Up to 75 participants; November 8-10, 2006 600 participants
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed):
Please see attached.

I hereby certify that all the statements made in this application are true and correct.


Signature of Authorized Representative

September 25, 2006

Date

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12-26-2005

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2006 Urban Forum - Expenses as of August 23, 2006

	2006 Unit Cost	2006 Quantity	2006 Projected Budget
Marketing Materials			
Urban Forum Logo			
Stationary & Envelopes			
Design			
Printing			\$400.00
Stationary			
Envelopes			\$391.70
Shipping			\$396.20
			\$25.00
Save the date Postcard			
Design & Layout (full color)			
Printing			\$1,100.00
Mailing Service		5000	\$1,181.75
Postage	\$0.14	3000	\$432.00
Set-up Fee			
Production Fee		3000	\$300.00
Registration Brochure			
Design & Layout (2 color)			
Printing & Shipping		3500	\$5,000.00
Mailing Service			\$1,500.00
Postage	\$0.19	3000	\$567.00
Set up Fee			\$125.00
Production Fee		3000	\$300.00
Program Book			
Design & Layout			
Printing & Shipping		500	\$3,600.00
Shipping			
Banners, Poster Boards & Powerpoint			
Design & Layout			\$1,500.00
Banners Stands			\$400.00
Shipping			
Total Marketing Materials			\$17,118.65
Hotel Food & Beverage			
Meals - Staff & Volunteers			\$1,000.00
Wednesday Continental Breakfast & Breaks			
Continental Breakfast	\$19.00	350	\$6,650.00
AM & PM Breaks		350	\$1,211.75
Thursday Breakfast, Breaks & Luncheon			
Continental Breakfast	\$19.00	350	\$6,650.00
AM & PM Breaks		350	\$1,211.75
Luncheon	\$34.00	500	\$17,000.00
Friday Continental Breakfast & Boxed Lunch			
Continental Breakfast	\$19.00	200	\$3,800.00
Friday - Boxed Lunch	\$25.00	375	\$9,375.00
Total Food			\$46,898.50
Speakers/Moderators			
Honorarium (\$250 - 500 average range)			
Travel	\$350.00	35	\$12,000.00
Lodging @ 1 night/speaker (\$165 + 13% Tax)	\$186.45	35	\$6,525.75
Food (per night)	\$25.00	35	\$875.00
Miscellaneous (per speaker)	\$15.00	50	\$750.00
Total Speakers/Facilitators			\$32,400.75
Photography			
			\$1,500.00
Networking Reception			
Room Rental			
Food & Beverage			\$0.00
Service Charge			\$7,500.00
Entertainment			\$1,350.00
Bus Rental			\$500.00
			\$0.00
Networking Reception			\$9,350.00
Website & On-Line Registration Expenses			
Website development, design			
Website Updates			\$800.00
Authorize.net set-up fee			\$1,200.00
Authorize.net transaction fee			\$0.00
Banking & Credit Card Fees			\$0.00
Total Website Fees			\$500.00
			\$2,600.00
Materials & Supplies			
Copies			\$300.00
Classic Tote & Landyard			\$2,200.00
Supplies			\$1,000.00
Badge Ribbons			\$75.00
Giveaway (pens, luggage tags, pads)			\$2,000.00

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12-26-2005

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**2006 Urban Forum - Expenses**
as of August 23, 2006

	2006 Unit Cost	2006 Quantity	2006 Projected Budget
Floral Arrangements			
Shipping UPS			\$1,000.00
Volunteer Staff Shirts			\$1,000.00
Plaques			\$850.00
			\$1,000.00
Total Materials			\$9,425.00
Technology Expense			
Internet Access/Telecommunication			\$2,000.00
Laptop Rentals			\$1,500.00
Total Internet Access/Telecommunication			\$3,500.00
Audio/Visual			
Wednesday			
Thursday			\$2,000.00
Friday			\$2,000.00
Labor			\$500.00
Tax			\$3,000.00
			\$0.00
Total Audio/Visual			\$7,500.00
Total Technology Expense			\$11,000.00
Transportation Costs			
Friday - Neighborhood Tours			\$3,000.00
Total Transportation Costs			\$3,000.00
Miscellaneous			
Consultant Services			
Project Manager/Event Planner			
LISC IT			\$33,000.00
Consultant Travel			\$1,500.00
Consultant Hotel			\$650.00
Consultant Incidentals			\$2,423.85
Package Handling			\$250.00
Miscellaneous			\$500.00
Total Miscellaneous Costs			\$38,323.85
Dine-Arounds			\$5,000.00
Refunds & Other Adjustments			
Speaker Travel Refund			
Total Expenses			\$176,516.81
Subtotal			
Notional Service Fee @ 10%			\$17,651.68
Grand Total			\$194,168.49



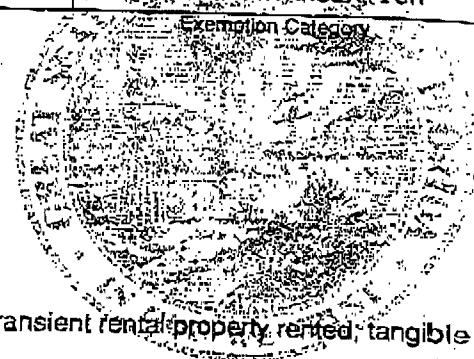
Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

78-30-100349-85C	06/06/02	06/06/07	501(c)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

LOCAL INITIATIVES SUPPORT CORP
733 THIRD AVE 8TH FL
NEW YORK NY 10017



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/02


1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.039, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is 5050 West Tennessee Street, Tallahassee, FL 32399-0100.

Memorandum



Date: November 28, 2006

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: George M. Burgess
County Manager 

Subject: Countywide In-kind Reserve Request Recommendation

The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide in-kind reserve balance allows for the funding of this request.

Background

A waiver for in-kind services has been requested by a not-for-profit organization South Florida Local Initiatives Support Corporation (LISC) for their 2006 Urban Forum Conference scheduled for November 7-10, 2006.

In-kind services have been requested in an amount not to exceed \$1,933.60 from the Miami-Dade Transit Department for shuttle bus service during the conference. This event will be funded from the countywide in-kind reserve balance.

During FY 2006-07 the South Florida Local Initiatives Support Corporation (LISC) has not received any County funding for this activity.

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